

STATE OF MARYLAND
DEPARTMENT OF HEALTH
PRE-BID CONFERENCE

MARYLAND DEPARTMENT OF HEALTH (MDH)
MULTI-STEP INVITATION FOR BIDS (MS-IFB)
RESOLICITING FOR CODING AND DATA ENTRY SERVICES
MS-IFB NUMBER MDH OPASS NUMBER 20-18679
EMMA PROJECT ID NUMBER BPM019316

MONDAY, MAY 4, 2020
2:00 P.M.
Google Hangouts Teleconference

PRESENT FROM MARYLAND DEPARTMENT OF HEALTH:
(Via Google Hangouts Teleconference)

DANA WRIGHT, Contract Officer
Office of Procurement and Support Services

ADRIAN BASEY, Division Chief, Claims Processing
Unit and O.S.O.P. Mail Room
Office of Systems, Operations and Pharmacy
Medical Care Programs

KENNETH JESSUP, Workforce Development Coordinator
Department of Human Services

JANELLE ROBINSON, Director
Minority Business Enterprise Program

LEZENA MORRIS
Office of Procurement and Support Services

REPORTED BY: DEBORAH B. GAUTHIER, Notary Public
(Via Google Hangouts Teleconference)

P R O C E E D I N G S

1
2 MS. WRIGHT: Good afternoon, everyone. This
3 is the pre-bid conference for the Resolicitation of
4 Coding and Data Entry Services, MDH OPASS Number 20-
5 18679. We are here to discuss the Resolicitation for
6 Coding and Data Entry Services. My name is Dana
7 Wright. I'm the Contract Officer for this Multi-Step
8 IFB. I will ask that everyone please mute their phone.
9 I want to caution you that the Department will not be
10 taking questions during this pre-bid conference,
11 because there are a lot of vendors on the line. And
12 I'm going to give an overview for this portion of the
13 solicitation, and then the other State employees will
14 give their portion. An overview of the Minority
15 Business -- of the Minority Business Enterprise portion
16 will be given by Janelle Robinson; an overview of the
17 Hiring Agreement will be given by myself, Dana Wright;
18 and then the Background, Purpose, and Scope of Work
19 will be given by Adrian Basey. Janelle and Adrian, I
20 will introduce you for your section of the conference
21 that you will explain for your requirements. I will

1 ask that the State employees that will have to
2 participate during this teleconference include their
3 name and office. Everyone that participated in the
4 pre-bid conference, please send an e-mail to me at
5 dana.wright@maryland.gov to include your contact
6 information. This will allow an attendance to be taken
7 for all participants that participated in today's pre-
8 bid meeting. I am here to help you understand the
9 process for this procurement. As you know the contract
10 resulting from this solicitation for two years with
11 three one-year options. The procurement method used
12 for this solicitation is Multi-Step Competitive Sealed
13 Bidding. Although this is relatively -- excuse me.
14 Although this is a relatively uncomplicated process, I
15 cannot stress too much of the importance of following
16 some new additional steps and requirements. There is
17 an MBE subcontracting goal of 21 percent with no
18 subgoals, and a Veteran Small Business Enterprise
19 subcontracting goal of one percent for this
20 solicitation. At this time I will ask that Janelle
21 Robinson further explain the Minority Business

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1 Enterprise and Veteran Small Business Enterprise
2 requirements.

3 MS. ROBINSON: Good afternoon. This is
4 Janelle Robinson, the MBE liaison for the Department of
5 Health. The MDOT certified MBE Utilization and Fair
6 Solicitation Affidavit, Attachment D-1, must be fully
7 and accurately completed and submitted in Tab O of the
8 technical section of your bid or proposal. Failure to
9 do so will result in your bid or proposal being deemed
10 non-responsive. On the D-1 form, you must first
11 acknowledge and express your intention to meet the
12 overall MBE goal percentage established for this
13 solicitation. As no subgoals have been established for
14 this solicitation, do not enter any information
15 regarding the percentages for African American,
16 Hispanic American, Asian American, or women-owned
17 businesses in Section 1.

18 The MBE Participation Schedule should include
19 the names of the minority business enterprises that you
20 intend to use to meet the required MBE goal, along with
21 their Federal Employment Identification Number, their

1 MDOT MBE Certification Number, as well as their
2 certification category. Only MDOT MBE certification is
3 acceptable. MBE certification from another entity or
4 jurisdiction will not be accepted. Additionally, the
5 percentage of the total contract value to be provided
6 by the particular MBE should be entered, as well as a
7 specific description of the work that is to be
8 performed by that particular MBE. MBEs must be fully
9 certified at the time of your submission of your bid or
10 proposal. MBE Prime contractors may count 50 percent
11 towards the established subcontracting goal.

12 Within ten working days of receiving notice
13 that your firm is the apparent awardee, you must submit
14 your Outreach Efforts Compliance Statement, Attachment
15 D-2, and your Subcontractor Project Participation
16 Certification, Attachment D-3. You may request a
17 waiver of the MBE goal, and within ten working days of
18 receiving notice that your firm is the apparent awardee
19 you must submit all required waiver documentation, in
20 accordance with COMAR 21.11.03.10. Please carefully
21 review the liquidated damages provision in this

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1 solicitation regarding compliance with the MBE rules
2 and regulations. The VSBE Utilization Affidavit and
3 Subcontractor Participation Schedule, Attachment E-1,
4 must be fully and accurately completed and submitted in
5 Tab O with your bid or proposal. Failure to do so will
6 result in your bid or proposal being deemed non-
7 responsive. On the E-1 form, you must first
8 acknowledge and express your intention to meet the
9 overall VSBE goal percentage established for this
10 solicitation. The VSBE Subcontractor Participation
11 Schedule should include the names of the veteran-owned
12 business enterprises that you intend to use to meet the
13 required VSBE goal, along with their DUNS Number. The
14 United States Department of Veterans Affairs and
15 Maryland Department of Veterans Affairs certifications
16 are acceptable. VSBE certifications from other
17 entities or jurisdictions will not be accepted.
18 Additionally, the percentage of the total contract
19 value to be provided by the particular VSBE should be
20 entered, as well as a specific description of the work
21 that is to be performed by that particular VSBE.

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1 Within ten working days of receiving notice that your
2 firm is the apparent awardee, you must submit your
3 Subcontractor Project Participation Statement, which is
4 Attachment E-2. You may request a waiver of the VSBE
5 goal, and within ten working days of receiving notice
6 that your firm is the apparent awardee you must submit
7 all required waiver documentation, in accordance with
8 COMAR 21.11.13.07.

9 And I just want to stress how important these
10 MBE and VSBE forms are. They're the first things that
11 we look at when we review your bid or proposal, and if
12 they are deemed non-responsive, we will not look at
13 your proposal and we don't want to do that, so please
14 make sure these forms are filled out correctly and
15 accurately and completely. And if you have any
16 questions, please feel free to submit them to the
17 address that Dana will provide, and I'll be happy to
18 answer them. And that's all.

19 MS. WRIGHT: Thank you, Janelle. There is a
20 Hiring Agreement requirement for this solicitation. An
21 overview of the Hiring Agreement, which is Attachment

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1 O, for the Department of Human Services Hiring
2 Agreement. The Maryland Department of Human Services,
3 DHS, is going to discuss regarding the Hiring
4 Agreement. The purpose of the Hiring Agreement is to
5 encourage the use of the Hiring Agreement as a
6 mechanism for providing current and former Family
7 Investment Program recipients with employment
8 opportunities on State procurement contracts.
9 Authority; State Finance and Procurement Article 13-
10 224, Annotated Code of Maryland and the Board of Public
11 Works.

12 Background. A Hiring Agreement, an
13 additional clause to a State procurement contract. It
14 is an agreement between a Contractor and the Department
15 of Health (sic) Services in which there is an agreement
16 to cooperatively identify and hire former and current
17 Family Investment Program recipients to fill job
18 openings on the Contractor's State procurement
19 projects.

20 Criteria. Contract life, valid for two years
21 or more. Contract value at \$200,000 or greater.

1 Contract must produce jobs during the life of the
2 contract. If there are any questions regarding the
3 Hiring Agreement, please submit them to the Maryland
4 Department of Health solicitation website, which is
5 located on the Key Information Sheet.

6 Additional procurement information. Addendum
7 Number 1 was issued on April 24th for the Technical
8 Offer test files delivery. Addendum Number 2 was also
9 issued on April the 30th for the rescheduling of the
10 pre-bid meeting. Please make sure both Addendum Number
11 1 and Addendum Number 2 will be included in your bid
12 packet. Carefully review Section 1, Minimum
13 Qualifications, beginning on page eight, and Section 2,
14 Contractor Requirements: Scope of Work, beginning on
15 page nine of the Multi-Step IFB.

16 The Maryland Department of Health is issuing
17 this Multi-Step Invitation for Bid in order to procure
18 the services from a contract between the successful
19 bidders and the Maryland Department of Health. One
20 moment. Maryland Department of Health is issuing this
21 solicitation to obtain data encoding and 100 percent

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1 key verification skills. All subsequent documentation
2 regarding this solicitation will be posted on the
3 eMaryland Marketplace Advantage website and the
4 Maryland Department of Health website. Please remember
5 that in order to receive a contract, a vendor must be
6 registered on the eMaryland Marketplace Advantage
7 website. Registration is free. Please review Section
8 4.2 for details.

9 I would like to stress to everyone today that
10 all questions be submitted to the Department in writing
11 for clarity purposes. The questions and answers, along
12 with the minutes and other documents, if required, will
13 be posted on both websites, again, the eMaryland
14 Marketplace Advantage website and the Maryland
15 Department of Health website, as quickly as possible.
16 Quickly review Section 4.3, Questions, on page 34,
17 regarding how to submit questions subsequent to the
18 pre-bid conference. Questions to the Procurement
19 Officer, Dana Dembrow, shall be submitted via the
20 Maryland Department of Health solicitation questions.
21 Questions should also be submitted no later than five

1 days prior to the bid due date. The Procurement
2 Officer, based on the availability of time to research
3 and communicate an answer, shall decide whether an
4 answer can be given before the bid due date. Given
5 that, please try to submit any questions as soon as
6 possible. Carefully review the clause shown in Section
7 4.23 on page 39, Payments by Electronic Funds Transfer.
8 By submitting a response to this solicitation, the
9 Offeror agrees to accept payment by Electronic Funds
10 Transfer, unless the State Comptroller's Office grants
11 an exemption. Payment by Electronic Funds Transfer is
12 mandatory for contracts exceeding \$100,000. This
13 section goes into detail on how to register or request
14 an exemption.

15 The procurement method used, again, is the
16 Multi-Step Competitive Sealed Bidding. There are
17 several steps involved in this method, so your
18 attention to the solicitation document is crucial to
19 the successful submission of your bid. The Offeror
20 Minimum Qualifications are listed in Section 1. As
21 noted, the Offeror must provide proof with its bid that

1 the minimum qualifications have been met. The Contract
2 Requirements: Scope of Work is listed in Section 2.
3 This section of the solicitation will give you a clear
4 understanding of what the Department expects of the
5 successful Offeror in the provision of the services.
6 Please note, someone from the Program will give further
7 instances of the Scope of Work.

8 Bid Format. Offerors are required to submit
9 their response to the Multi-Step IFB in three parts.
10 Section 5, Bid Format, beginning on page 48, clearly
11 lists all submission requirements. Again, I want to
12 stress that your bid shall be submitted in separate
13 volumes.

14 Technical Offer. Include many samples, if
15 appropriate, but do not include an bid pricing or
16 costs. See section 5.2. Technical Offer test files.
17 Include all test file documentation. See Section 5.2.
18 Bid Price Form. Include all bid pricing or cost
19 information. See Section 5.4.

20 Section 5.2 of the Technical on page 48.
21 Technical Offer. All of the documents and information

1 required with the Technical Offer are included on this
2 page. To reiterate what Janelle indicated, please note
3 that there is a 21 percent MBE and a one percent VSBE
4 subcontracting participation goal for this contract.
5 To simply the submission -- to simplify the submission,
6 Section 5, Bid Format, shows where documents and
7 information should be included in the Technical Offer.

8 Section 6, Bid Evaluation and Award, outlines
9 how the bids will be evaluated by a committee organized
10 for this purpose and will be based on criteria set
11 forth in the Multi-Step IFB. Be sure that you have
12 completed and signed all documents required with the
13 bid. For the Bid Affidavit, if there are any questions
14 of who your Resident Agent is, please contact the
15 Maryland Department of Assessments and Taxation's State
16 Corporate Charter Division at 410-767-1330. The office
17 is located at 301 West Preston Street. Within five
18 business days of being notified of its recommendation
19 for award, the bidder must complete and submit the
20 Contract Affidavit set forth in Attachment N. Please
21 note that the Contract shall not become effective until

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1 the Contract Affidavit is signed and returned. Please
2 indicate the appropriate tier for the Living Wage
3 requirements law. See Section 4.28 and Attachment F.
4 Please correctly complete each bid form. Pay special
5 attention to the bid submission requirements listed in
6 Section 5.4 and 5.5. Failure to include these items
7 will be void your bid submission.

8 Be sure to review Section 4.2, the eMaryland
9 Marketplace Advantage registration, and Section 4.23,
10 Electronic Funds Transfer. Section 4.9 indicates the
11 award basis. Lastly, don't forget to sign the bid form
12 and signature pages. The most important matter is to
13 get your bid to us by the date, time, and locations
14 listed. Your bids are due no later than May 21st, 2020
15 at two p.m. Local Time. No bids will be accepted after
16 that time. At the time of the bid opening, a current
17 successful vendor will be determined. However, a final
18 determination will be made after bid submission
19 requirements, bid calculations, et cetera, are made and
20 verified. The three acceptable means of delivering the
21 Technical Test File are the U.S. Postal Service, hand-

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1 delivery by the Offeror, hand-delivery by commercial
2 courier. Please remember after the bid -- please
3 remember, after this pre-bid conference prospective
4 vendors can have questions answered that may help them
5 understand the Multi-Step IFB solicitation. Just keep
6 in mind that your answers to your questions, if they
7 are significant in nature, will be shared with all who
8 receive a copy of the specs. Therefore, please allow
9 sufficient time for this to occur. At this time, I
10 will ask that Adrian further explain the Background,
11 Purpose, and Scope of Work of the requirements.

12 MR. BASEY: Good afternoon, everyone. My
13 name's Adrian Basey. I'm the Division Chief for the
14 Claims Processing Division. I'll just give you a
15 little summary statement about what we expect, as far
16 as the contract. The Maryland Department of Health,
17 MDH, or the Department is issuing the Multi-Step
18 Invitation for Bid, IFB, in order to procure the
19 services defined in this section, which is Section 2,
20 as specified in the MS-IFB, from a contract between a
21 successful bidder or bidders and the Maryland

1 Department of Health. MDH is issuing this solicitation
2 in order to obtain encoding and 100 percent key
3 verification service.

4 MDH generates 6,000 documents per month, on
5 average, and the Maryland Department of Health is
6 issuing this because we do need this, as far as the
7 contract. The documents being data-entered are federal
8 forms from the medical claims. Contractors will be --
9 will provide these services for Breast and Cervical
10 Cancer Diagnosis and Treatment, Kidney Disease,
11 Children's Medical Services, Pre-admission Screening
12 and Resident Review, and Medicaid Programs. See
13 Section 2.2 for a breakdown of the average forms.

14 Section 2.1.2. It is the State's intention
15 to obtain goods and services, as specified in this
16 MS-IFB, from a contract between the selected bidder and
17 State.

18 Section 2.1.3. The Department intends to
19 make a single award for the work under this MS-IFB.
20 See MS-IFB Section 4.9, Award Basis, for more contract
21 award information.

1 2.1.4. A bidder, either directly or through
2 its subcontractor or subcontractors, must be able to
3 provide goods and services and meet all requirements
4 requested in the solicitation, and the successful
5 bidder, the contractor, shall remain responsible for
6 contract performance, regardless of the subcontractor's
7 participation in the work.

8 2.2 Section, Background and Purpose. MDH is
9 issuing this solicitation to obtain data encoding and
10 100 percent key verification services for the type of
11 documents listed below. The documents that the
12 contractors are performing services for are to be
13 utilized by the Maryland Department to provide payment
14 for services rendered. The final transmission and
15 verified files are uploaded to MDH's Medicaid
16 Management Information System, MMIS, via Secure File
17 Transfer Protocol, SFTP, and adjudicated for payment.

18 As the table illustrates below, MDH generated
19 approximately 6,000 documents per month, on average, in
20 2018. Now, with this chart, there are 11 document
21 types that are listed, and given is the average of

1 monthly records that we provide. Also, we provide a
2 range, which is the monthly range, the lows and the
3 highs for each of the documents. There are 11 items
4 listed there. Those items will be given in a sample.
5 That's part of the contract. And then, from there, you
6 will be able to submit that.

7 Please note, the table above supplies
8 historical data on volume of work performed under the
9 Department currently -- the Department's current data
10 entry services contract. These data are provided to
11 assist potential bidders assess their ability to meet
12 the requirements for this solicitation. These numbers
13 are provided for information purposes. They do not
14 represent a guaranteed minimum or maximum amount of
15 documents to be entered by the contract. Payment will
16 be based -- solely based upon the unit price set forth
17 by the bidder on the bid page and the actual quantity
18 of work performed. The Department seeks to retain a
19 contractor who provides the following services: Pick
20 up batched documents from MDH three times a week; key-
21 stroke required information from those documents;

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1 verify all keyed documents; save the key-stroked and
2 verified data files; and transmit the verified data
3 files via the SFTP and deliver the original documents
4 to MDH three times per week. Each returned batch of
5 documents shall contain a batch cover form specifying
6 the type of document it is and the number of documents
7 and the records key stroked in that batch. Okay?

8 Section 2.3, Responsibilities and Tasks. The
9 contractor, under Section 2.3.1, creates an electronic
10 version of the source documents, according to the
11 specifications provided by the Department in this
12 solicitation. Sample copies of the relevant MDH forms
13 and specifications for the information to be encoded
14 and verified from each document are attached to this
15 IFB as Appendices 3, Document Samples, and 4, Data
16 Entry Specifications.

17 2.3.2. Updated electronic source documents
18 at the direction of the Department, according to
19 specifications provided by the Contract Monitor.

20 2.3.3, Pickup and Delivery. Pick up source
21 documents from MDH at 201 Preston Street, Room SS-4,

1 Baltimore, Maryland 21201, and return documents to the
2 same location, according to the following schedule:
3 Pickup, Monday; delivery/return, Friday of the same
4 week. Pickup, Wednesday; deliver/return, Monday of the
5 following week. If items are picked up Friday, then
6 delivery and return is Wednesday the following week.
7 Pickup and delivery shall be between 8:30 a.m. and 11
8 a.m. Local Time for each Monday, Wednesday, and Friday,
9 which are regularly scheduled normal business days --
10 State business workdays. In the event pickup and
11 delivery falls on a State holiday or a day when the
12 pickup and delivery is not possible, such as a snow
13 day, the pickup/delivery is to be deferred to no later
14 than the next normal State business workday, which
15 follows a Monday, Wednesday, and Friday. Any deviation
16 from or extension to this schedule requires approval in
17 advance of the Contract Monitor.

18 2.3.4. Adhere to the following safety and
19 security standards during transportation of source
20 documents. Source documents shall be stored in sealed,
21 fireproof, and locked containers while being

1 transported between the Department and contractor's
2 site. Containers for transporting source documents
3 shall be provided by the contractor. Vehicles used by
4 -- for transporting source documents shall have an
5 enclosed cargo area and be equipped with a portable
6 fire extinguisher. All vehicles used under this
7 contract are subject to the Department's approval at
8 MDH discretion.

9 Section 2.3.5. Perform all data entry on the
10 contractor's or named subcontractor's premises from
11 paper source documents furnished by the Department.

12 2.3.6. Input data from MDH source documents
13 to .txt file format file and transmit files to MDH in
14 accordance with requirement 2.3.21.

15 Section 2.37. Encode and provide 100 percent
16 verification of all source documents.

17 2.38. Employ quality control procedures to
18 insure that the error rate does not exceed point zero
19 (sic) percent, as specified in the scope of work. An
20 error rate greater than point one for any document type
21 during any consecutive three-month period of the

1 contract shall be considered a material breach of
2 contract, which may result in termination of the
3 contract for default. Termination of the contract is
4 in addition to, not in lieu of, any right provided to
5 MDH under the contract or which are available at law or
6 in equity.

7 2.3.9. Enter records for each type of
8 document on separate files following file-naming
9 conventions specified by MDH during the kickoff
10 meeting.

11 2.3.10. Provide a separate report via e-mail
12 to the MDH Contract Monitor with each file delivered,
13 identifying the type of document and document list.
14 The document list shall include a batch number in
15 numeral order, batch date, if applicable, and number of
16 documents and records in each batch. The report shall
17 include the total number of batches, total number of
18 documents, and the total number of records. See
19 Appendix 4, Data Entry Specifications.

20 2.3.11. Provide a dated shipment report for
21 each shipment, listing each document type included in

1 the shipment, the batch date, if applicable, the batch
2 numbers in order, and the name of the batches -- the
3 number of documents and the number of records for each
4 document type. See Appendix 4.

5 Section 2.3.12. For all documents in a batch
6 not processed, indicate the total number of records
7 returned to the Department without document processing
8 and the reason that the records were not processed.
9 The number of records provided in each transmittal will
10 be verified by the Department's Contract Monitor and be
11 utilized for invoice verification and payment.

12 Section 2.3.13. Maintain, on contractor's
13 premises, a duplicate of all files containing encoded
14 data for a minimum of four weeks from the date
15 documents/records are processed. The contractor shall
16 not retain any copies, whether in hard copy or
17 electronic format, of the source documents or documents
18 created pursuant to this contract, except as
19 specifically allowed in this solicitation.

20 Section 2.3.14. Maintain all documents and
21 records obtained or created during the contract

1 performance period in accordance with confidentiality
2 requirements set forth in Maryland and federal laws,
3 regulations, or policies, and the terms of this
4 contract.

5 2.3.15. In compliance with the Department's
6 records retention schedules, preserve and make
7 available, at the request of the Department's Contract
8 Monitor, records relating to the administration of the
9 contract, pursuant to the terms set forth in the
10 Attachment M, Contract, 24. These records may include,
11 but not include, documentation relating to the contract
12 with the Department, shipping reports as described in
13 Section 2.3.11 above, invoices, et cetera. These
14 records do not include the source documents which are
15 submitted for data key entry and which shall be
16 returned to the Department according to the schedule in
17 Section 2.3.3 above.

18 Section 2.3.16. Insure any records
19 pertaining to the work performed under the contract
20 resulting from this solicitation be available for
21 inspection during normal business hours to designated

1 State or federal officials.

2 2.3.17. Not publish any work -- any record
3 of work produced under the contract that results from
4 this solicitation without written approval of the
5 Department. Upon the expiration or termination of the
6 contract, all source data and computer output media
7 developed by the contractor shall be delivered to and
8 become the property of the State.

9 2.3.18. Insure that its personnel are fully
10 trained in security and confidentiality issues relative
11 to handling, processing, and transporting source
12 documents and forms. In addition, the contractor shall
13 keep on file a copy of the statement signed by each
14 employee verifying that the employee has received and
15 complied with the required training.

16 Section 2.3.19, Insure that all
17 subcontractor personnel are subject to and meet all
18 requirements described above, including criminal
19 background checks, training, security, and
20 confidentiality. The contractor shall keep copies of
21 documentation verifying these requirements have been

1 met.

2 Section 2.3.20. Submit a draft narrative to
3 the Contract Monitor within ten days after receipt of
4 Notice to Proceed, NTP, regarding the quality control
5 requirement, which includes a description of sampling,
6 validation, and reporting processes to be used for this
7 project. A final copy of the narrative will be due to
8 the Contract Monitor within 30 days after receipt of
9 NTP. The final copy must address all of the
10 Department's comments from the draft narrative.
11 Contractor's quality control procedures, as described
12 in the narrative, must be acceptable to and approved by
13 the Department.

14 Section 2.3.21. Utilize a Secure FTP Client
15 to deliver data-entered files via MDH's Secure File
16 Transfer Protocol, SFTP server. During the kickoff
17 meeting, the contractor shall receive instruction from
18 MDH's technical staff on the file transmitting
19 procedures. Data-entered files shall be sent by the
20 contractor within 24 hours of delivery of the data-
21 entered paper claims to MDH. See Requirement Section

1 2.3.3 for delivery schedule. The contractor shall be
2 responsible for configuring their own Secure FTP
3 client. MDH will not provide a Secure FTP client for
4 the contractor, nor mandate a particular Secure FTP
5 client to use. The following figure details an
6 overview of the SFTP process, which is the diagram in
7 the contract paperwork.

8 Section 2.3.22. The contractor shall, within
9 30 days of the NTP, provide the following: (a) Meet
10 with MDH staff during the kickoff meeting to receive
11 all necessary information to perform the activities
12 that are in the scope for this solicitation, to include
13 file transmittal instructions; (b) Complete delivery of
14 test files via secure transmittal; (c) Insure that data
15 entry files are correctly formatted based on the
16 specifications found in Appendix 4.

17 Section 2.3.23. The contractor shall deliver
18 a Transition Status Report within 30 days of Notice to
19 Proceed. The Transition Status Report shall provide,
20 at the minimum: (a) The contractor's methodology for
21 providing 100 percent verified data entry forms, as

1 required in Requirement Section 2.3.20; (b) Information
2 on the contractor's Secure FTP client, as required by
3 MDH; (c) Results of the tests and delivery of tests via
4 secure transmittal; (d) Contractor's secure -- I mean,
5 Contractor's schedule for pickup and delivery of
6 physical forms and the contractor's plan for meeting
7 all security and transportation requirements found in
8 the scope of work for this solicitation; (e) Any other
9 information as required by the Contract Monitor during
10 the kickoff meeting.

11 Reporting, Section --

12 MS. WRIGHT: Adrian --

13 MR. BASEY: Yes, ma'am.

14 MS. WRIGHT: Hi. Thank you so much. All of
15 this information can be found in the solicitation, and
16 I'm going to ask Larry Vargas (phonetic) if he can give
17 us an overview please.

18 MR. VARGAS: Good afternoon, everyone. My
19 name is Larry Vargas (phonetic). I work for the
20 Department of Health. A quick overview of the proposal
21 aspects of this IFB. You will be constructing a test

1 file based on the information found in the Appendix 4,
2 Examples, which can be found in a link in the document.
3 You will put those into a thumb drive and send them
4 back in with your proposal for testing. Afterwards,
5 you will perform all the activities that Adrian was
6 listing out as part of the normal scope of activities
7 of the contract. Thank you.

8 MS. WRIGHT: Zena, did you have anyone else
9 that needs to give them the information?

10 MS. MORRIS: No.

11 MS. WRIGHT: Okay. I'm going to continue
12 with the closing remarks. Thank you, Adrian. Thank
13 you, also, Larry. Right now I can give the closing
14 remarks.

15 Just a few reminders. Please send your
16 contact information, and include if your company is a
17 Minority Business Enterprise or a Veteran Small
18 Business firm, to my e-mail address,
19 dana.wright@maryland.gov. This information will be
20 used as attendance and will be posted on the eMMA
21 website and also the Maryland Department of Health

1 website. Please remember to include the Addendums.
2 Right now we have Addendum Number 1 and Addendum Number
3 2 documents, which are required to be submitted with
4 your bid. Also include the MBE forms in Section --
5 excuse me -- in Section 3.10 for the MBE, and also
6 include the Veteran Small Business forms, which is
7 indicated in Section 3.11.

8 Some questions have been received and will be
9 posted as soon as possible. The bids are due no later
10 than two p.m. on May 21st, and we will not be accepting
11 any bids after that time. The technical offer and bid
12 shall be e-mailed. The technical test files are to be
13 delivered by hand or by mail. Once again, thank you,
14 everyone for participating in today's pre-bid meeting.
15 This meeting is complete. Thank you.

16 (Whereupon, at 2:50 p.m., the pre-bid
17 conference was concluded.)

18 .
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20 .
21 .

CERTIFICATE OF NOTARY

I, Deborah B. Gauthier, Notary Public, before whom the foregoing Pre-Bid Conference was held, do hereby certify that said Pre-Bid Conference is a true record of the proceedings; that I am neither counsel for, related to, nor employed by any of the parties to this action, nor financially or otherwise interested in the outcome of the action; and that the Pre-Proposal Conference was reduced to typewriting by me or under my direction.

This certification is expressly withdrawn upon the disassembly or photocopying of the foregoing transcript, including exhibits, unless disassembly or photocopying is done under the auspices of Hunt Reporting Company, and the signature and original seal is attached thereto.

Deborah B. Gauthier

DEBORAH B. GAUTHIER,
Notary Public in and for the
State of Maryland

My Commission Expires: October 17, 2023

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